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OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch  
Superintendent

DATE: May 3, 2007

TO: School Administrators and Food Service Managers/Directors

FROM: Kenadine Johnson, Cooperative Purchase Coordinator

SUBJECT: Ordering for the Fall 2007-08 OPI Cooperative Purchase Program Bid

Enclosed are the directions for ordering food and non-food items on the new Internet-based ordering system. Schools will order with the new system starting with the Fall 2007-08 OPI Cooperative Purchase Bid. **Please ensure that your food service manager/director receives a copy of this memorandum.**

Please note the following:

1. There will now be four deliveries per bid period (one per month). With a fall and winter bid, schools now have the opportunity to take advantage of the great prices through the OPI Cooperative Purchase Program and receive up to eight deliveries per year!
2. Orders for the fall 2007-08 OPI Cooperative Purchase Program are due by June 7, 2007. Schools must use the new Internet-based ordering system at <http://data.opi.mt.gov/CooperativePurchasing/>. Schools should order in quantities that can be used in the period of September 2007 through January 2008, as there will be another bid in the winter of 2008.
3. Complete instructions for ordering online are enclosed. Please follow the enclosed instructions for submitting your school's cooperative bid purchase, print off the signature page, and send either by mail: the Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena, MT 59620-2501 or by fax: (406) 444-2955. The authorization form **must** be signed by the food service manager/director and by the authorized representative of the School Food Authority.
4. There is no minimum/maximum quantity of food that can be ordered. Managers/directors should note the pack size when ordering. *Fall Cooperative Purchase orders totaling \$200 or less per delivery may be subject to a combined bi-monthly delivery.*

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5. The bid will require items to be delivered as follows:
  - a. First delivery will begin by August 27, 2007 and be completed by September 28, 2007.
  - b. The fall 2007-08 bid deliveries will be in one month time periods; i.e., September, 14, 2007 – October 14, 2007 – November 14, 2007 and December 14, 2007.
  - c. Food items will be delivered to schools between the hours of 7:00 a.m. and 5:00 p.m. on school days.
6. School Food Authorities are responsible for paying for the food items ordered through the OPI Cooperative Purchase Program. Payment for products must be made within 45 days of delivery for each delivery period.
7. The OPI Cooperative Purchase Program will charge participating School Food Authorities a three percent administration fee. Warrants or checks, **for the administrative fee only**, are payable to the Cooperative Purchase Fund. The OPI administrative fee will be billed during the third delivery period and payment is due within 30 days.
8. If you do not receive all of the items you ordered or you have been charged a price different from the bid price, please call OPI at (406) 444-4412 immediately. The only exception is on items priced per pound.

If you have questions, please contact Kenadine Johnson, Cooperative Bid Coordinator at 444-4412 or [kennie@mt.gov](mailto:kennie@mt.gov).

Enclosure

# THE BID HAS GONE ELECTRONIC!

## Steps to ordering from the Office of Public Instruction (OPI)

### Cooperative Purchasing Program:

1. To access the Cooperative Purchasing ordering system online, school's login user name and password are the same as those used for the CNP program to submit claims for reimbursement. Your user name is your school's agreement number which looks similar to this: "01-0111." The password is chosen by each school. Login using your school's user name and password at:  
<http://data.opi.mt.gov/CooperativePurchasing/>.
2. From the login page, you will proceed to the main ordering page. On the left side of the screen are buttons representing the different food categories. When you click on one of the individual food items that food category will appear on the right side of the screen. Choose the food category you wish to begin with. You may order from one or all categories, depending on your school's needs. Each food item has four delivery choices. If you choose to order in all four delivery dates, you will receive a delivery every month. After you have entered the number of units that you want for all of the items on a page, click "save" (on the top left-hand side of the screen). **If you do not hit the "save" button before moving to another page or category the information you have entered will be lost.** More items can be added by returning to a saved page, adding the desired items and clicking "save" again.
3. After you have ordered all of the items in all categories that are needed, view your complete order by clicking on the "View Current Order" menu item. It is recommended to double-check orders before exiting the program by viewing your current order.
4. To print your current order you can go to the "Print Current Order" menu item under the "Reports" section. This brings up an Adobe Acrobat (PDF) printer-friendly copy of your complete order.
5. **When you are sure your order is complete you must click the "Finalize Order" menu item.** This will bring up a screen with one button on it that says "Lock Order and Proceed." **After clicking this button you can no longer add items to your order without contacting the Office of Public Instruction.** After you click the "Lock Order and Proceed" button, a signature sheet will be generated in a new window. **You must print out this form, sign it and fax it to the OPI.** That completes the ordering process.
6. For your convenience, you may print out a blank order form if you find this useful in recording the number of each item needed while you are doing an inventory before deciding what to order. There is also a report that shows all of the nutritional values of all of the foods.

Updated May 3, 2007

